

State of Montana Information Technology Managers Council
Minutes
February 1, 2017
8:30 AM
DEQ, Room 111

Members Present:

Sky Foster, AGR, Chair
Ron Baldwin SITSD/CIO
Tim Bottenfield, DOR
Mark Van Alstyne, SOS
Mike Bousliman, MDT
Dan Chelini, DEQ
James Gietzen, OPI
Dan Forbes, DPHHS, Alternate
Larry Krause, DOC

☪ Joe Chapman, DOJ
☪ Jerry Kozak, BCC
☪ Kyle Belcher, OPD
☪ Joe Chapman, DOJ
☪ Matt Jackson, GOV
☪ Dale Gow, LSD
☪ Rennan Rieke, MHS
☪ Angie Riley, PERS
☪ Jessica Plunkett, FWP

Staff Present:

Wendy Jackson, Marilu Hanson

Guests Present: Christopher Eaves, Sue Hall, Jenni Sullivan, Brian Schade, Tom Marino, Larry Sheldon, Pat McGlenn, Audrey Hinman, Dustin Ostberg, Ambrose Wallace, Nicole DePrey, Lynne Pizzini, Joe Frohlich, Amber Conger, Jennifer Schofield, Steve Haynes, Chad Weber, Nick Brorson, Linda Kirkland, Tami Gunlock, Rob Shipley, Chris Hope, Irv Vavruska, Matt Van Syckle, Matt Pugh, Channah Wells, Becki Kolenberg, Tom Murphy, Jody Troupe, Tiffany Fox, Christie McDowell

☪ **Real-time Communication:** Jerry Marks, Dave Johnson, Aubrey Curtis, Jeanette Prevel, Amber Godbout, Jon Straughn, Alan Grover, Anne Kane, , Amanda Sayler, Chris Gleason, Mike Murray, Maria Orms, Christi Mock, Mick Peterson, Manuel Soto, Peder Cannon, Philip English, Pete Wiseman, Danny Straw, Robert Cash, David Swenson, Edward Sivils, Eric Tarr, Kimberly Warren, Larissa Martineau, Maryann Costello, Michael Barbere, Darrin McLean, Mike Cochrane, Cyndie Lockett, Mike Murray, Curtis Norman, Cheryl Pesta, Cindy Petersen, Dawn Temple, Sue Leferink, Scott Read, Sean Rivera, Dan Mossman, Tammy Peterson, Dave Nagel, Theresa Bousliman, Zach Day, Randy Haefka, Hannah Nishek, Jack Marks, Judy Kelly, Jerri Lake

Welcome and Introductions

Sky Foster welcomed the council to the February 1, 2017 Information Technology Managers Council (ITMC) meeting. All members and guests were introduced.

Minutes

Motion: Tim Bottenfield made a motion to approve the January 4, 2017 minutes as presented. Dan Chelini seconded the motion. Motion carried.

State CIO Update

Ron Baldwin introduced Matt Van Syckle as the Chief Technology Officer for the State Information Technology Services Division (SITSD). Mr. Van Syckle will have a leadership role focusing on the Enterprise Technology Services Bureau, the Network Technology Services Bureau, and the Enterprise Support Bureau. Mr. Van Syckle will also spearhead the SITSD Infrastructure Plan and IT Convergence.

Mr. Baldwin gave a brief report on the legislative session. SITSD gave a presentation before the General Government Appropriations Subcommittee on January 10, 2017. SITSD was asked to take an additional 2% cut in vacancy savings for all DOA internal services. Total vacancy savings for SITSD is 6%. Rates have been adjusted accordingly and will be published toward the end of session.

Business

Nominate/vote new Vice Chair

Mr. Foster requested nominations for Vice Chair. Mr. Bottenfield nominated Kreh Germaine. Jim Gietzen seconded the nomination.

Mr. Foster recommended that the council solicit support from Mr. Germaine prior to a council vote.

Action Item: Mr. Foster will contact Mr. Germaine regarding the nomination for Vice Chair.

Action item: CIO support staff will communicate Mr. Germaine's response to the ITMC.

New Member Applications Update

Mr. Foster reported that applications have been received from Eric Tarr, Department of Labor and Industry (DLI) and Manuel Soto, Office of Public Instruction (OPI). These applications were submitted to the Governor's Office for review. The Governor will appoint one applicant to the ITMC Executive Council.

Master IT Contract Update

Steve Haynes gave an update on the Master IT Contract. The contract has been in effect since July 2016, with an initial term of two years (July 2018). There is an amendment in development to extend the contract to the end of 2021. This amendment includes termination for convenience language and establishes the precedence of a statement of work over the contract. State limitations dictate that IT contracts may run for a maximum of 10 years. There are currently 101 companies on the roster for the Master IT Contract. Contract Engagement Proposal (CEP) solicitations are being processed via eMACS. Level two agencies who have employees trained in eMACS may self-process solicitations. The State Procurement Bureau may also process solicitations upon request. A tier two exception request option has also been added to the Sole Source Procurement form to allow for direct contract with companies on the Master IT Contract. A Request for Procurement (RFP) is tentatively scheduled for February 2018 for companies interested in being added to the Master IT Contract. For more information, contact Steve Haynes at SHaynes@mt.gov.

Enterprise Content Management (ECM) Workgroup

Mr. Baldwin recommended the formation of an Enterprise Content Management workgroup that would report to the ITMC. CIO Support would provide administrative support for this workgroup.

George Parisot stated his support for the establishment of this workgroup for agencies currently using ECM and those interested in moving into the ECM environment. This workgroup would provide opportunities for agency collaboration, training and vendor engagement.

Mr. Bottenfield stated his concern that this workgroup may become too formal and inhibit collaboration between agencies.

Mr. Bousliman suggested the establishment of a user group to reduce formality and encourage open collaboration among agencies.

Action Item: Mr. Parisot will lead the process in developing this user group.

Standing Reports

MT-ISAC Update

Joe Frohlich gave a report on recent MT-ISAC activities. The MT-ISAC has approved the Data Loss Prevention (DLP) template. This template includes conditions for internal and external rules outlining what information will be blocked. The Montana driver's license number has been removed from the template due to the large number of false positives. Microsoft is addressing this issue. Driver's license numbers will be added back to the template once this issue has been resolved. On July 1, 2017 both internal and external emails and documents will be blocked on one instance of sensitive information unless the email is encrypted. Non IT testers are needed for DLP for Exchange. Agencies interested in participating in this testing should submit a service request for live Exchange testing for DLP. No external sharing is available for OneDrive for Business at this time. A date for external sharing to be turned on for OneDrive for Business will be discussed at the February 8, 2017 MT-ISAC meeting. The license codes have been obtained for the SOFO's antivirus servers. MT-ISAC will develop Best Practice policies for the installation and use of the SOFO antivirus prior to rollout. An Identification and Authentication document for CIOs and management is available at on MT-ISAC website at <http://sitsd.mt.gov/Governance/ISAC>. The next MT-ISAC meeting will be February 8, 2017 from 1:00 to 3:00 at the Cogswell Building, Room 151.

Enterprise Information Technology Financial Workgroup

No Update

Legacy Systems / End of Life Planning

No Update.

Asset Management and Inventory Workgroup

Mr. Bottenfield gave an update on the Asset Management and Inventory Workgroup. This group has put out a Request for Information (RFI) and received responses. The workgroup has met with State Procurement and SITSD staff to identify next steps. The first recommendation is to disband the workgroup. The second recommendation is to turn Asset Management over to the Department of Administration (DOA) and have that agency draft a Request for Proposal (RFP). Expectations are that DOA will decide internally who will drive the RFP. There are a significant number of agencies who have an interest in an Enterprise level solution to Asset Management.

Action item: Mr. Baldwin will discuss DOA management of Asset Management with Director Lewis.

IT Convergence

Matt Van Syckle spoke to the council about IT Convergence. Any equipment not currently being utilized should be kept powered off. Once convergence has happened with a powered off piece of equipment, that piece of equipment will be removed from the Data Center. This will keep the power usage down and decrease costs for the state.

Q: Mark Van Alstyne: How do we get that piece of equipment off our bill?

A: Mr. Van Syckle: Put in a ticket to have that piece of equipment decommissioned and send it to Ed Sivils at ESivils@mt.gov or Irv Vavruska at ivavruska@mt.gov.

Information Technology Procurement Request (ITPR) Update

Audrey Hinman reported that Phase 1 of the ITPR form is now in production. It can be found at <http://sitsdservices.mt.gov/>. The new ITPR policy is in the Montana Operations Manual (MOM) at (<http://mom.mt.gov/>) under IT Infrastructure. Phase 1 is the agency based form that must be filled out if the software that is desired is not on the Approved Software List (ASL). Phase 2 will be the Technical Review Board (TRB) process where the bureau chiefs approve the ITPRs. There are two features to Phase 2. Number 1 is that the TRB status can be seen. Number 2 is that ITPRs from all agencies can be viewed.

Service Manager Update

Irv Vavruska reported on the Service Manager Update Project. Currently the Data Center is migrating to Microsoft Systems Center Service Manager. The customer portal is expected to be complete by the end of April 2017. Service Manager will be implemented by June 2017. Once Service Manager is active, new cases will not be able to be entered into the Point of Business (POB) tool. Beginning November 2017, no updates to existing POB cases will be accepted. All POB cases must be solved or transferred into Service Manager. Mr. Vavruska requested customer participation in the Service Manager workgroup. Workgroup meetings will be held weekly. Individuals interested in participating in this workgroup should contact Mr. Vavruska at ivavruska@mt.gov.

eGov

No Update

Member Forum/Future Agenda Topics

Jerry Krause requested an update on GovDelivery.

Mr. Baldwin reported that Amber Conger will spearhead the reestablishment of GovDelivery and a meeting of the PIOs will be scheduled within the next week.

Action Item: Mr. Baldwin will schedule a meeting with the state PIOs.

Public Comment

None

Important Deadline Review

Mr. Baldwin reported that the Important Deadline list can also be found on the Network Managers Group (NMG) site at <https://mine.mt.gov/countdown/>.

Next Meeting

March 1, 2017

8:30 AM to 10:30 AM

DEQ, Room 111

Adjournment

The meeting adjourned at 9:25 AM.